

## **REQUEST FOR PUBLIC RECORD**

I, \_\_\_\_\_, hereby request a copy of the following record(s):

- ☐ City Charter/Section of City Charter \_\_\_\_\_
- ☐ City Ordinance (Number/Section) \_\_\_\_\_
- ☐ City Resolution (Number) \_\_\_\_\_
- ☐ Subdivision Plat \_\_\_\_\_
- ☐ Meeting Minutes \_\_\_\_\_
- ☐ Other (Use Additional Pages if Necessary) \_\_\_\_\_

If I have requested a copy, I agree to pay copy charges of 10 cents per page unless there are more than fifty pages, in which case the City has the right to charge \$ 15.00 per hour for labor. The City may require a deposit or bond if the estimated charge for producing copies of the requested records exceeds \$ 100.00.

\_\_\_\_\_ Signature of Requester

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ City/State/Zip

\_\_\_\_\_ Telephone/Fax Numbers

\_\_\_\_\_ E-Mail Address

Note: Response will be made within ten (10) days of date of request, unless records are not easily accessible, whereby the City shall notify requestor when the records will be available.

## **FOR OFFICE USE ONLY**

Request received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

- ☐ Complete response as requested has been provided
- ☐ Request denied because record(s) not subject to the Open Meeting Act
- ☐ Request has been or will be submitted to the Texas Attorney General for an opinion
- ☐ Information does not exist
- ☐ Other: \_\_\_\_\_

Signature of City Official Providing Record(s): \_\_\_\_\_

Date: \_\_\_\_\_